

South Region Branch Library

Microsoft (MS) Windows

- ❖ MS Windows 1
 - Introduction to what Windows is
 - Learn key terms we will use through the series
 - Talk about class expectations
- ❖ MS Windows 2
 - Opening and Closing programs
 - Creating Document
 - Creating folders
 - Setting up a file management system
- ❖ MS Windows 3
 - Opening and Closing programs
 - Creating Documents
 - Working with file systems
 - Separating files into program types
- ❖ MS Windows 4
 - Moving files and folders onto external storage media
 - Flash drives
 - CDs
 - Floppy Disks
- ❖ MS Windows 5
 - Searching for files and folders using
 - Windows search utility
 - Windows Explorer
 - Add tool bar buttons to windows
- ❖ MS Windows 6
 - Customize desktop settings, including:
 - Start menu
 - Task Bar
 - Desktop

Web Searching

- ❖ Web Searching 1
 - Basics of using portals such as MSN, Yahoo, and Explorer
 - Efficient searching and web site assessment
- ❖ Web Searching 2
 - Advanced search options using search engines
 - Meta search engines

Email

- ❖ Email 1
 - Introduction to setting up and using an email account
- ❖ Email 2
 - Creating messages and managing received mail
 - Using email extra features

George and Cynthia Woods Mitchell Library

Excel

- ❖ Excel: Creating Content 1
 - Learn the parts and terms of an excel spreadsheet
 - Create simple spreadsheets based on themes
- ❖ Excel: Creating Content 2
 - New ways to add and edit text
 - Add supplementary information such as charts and graphs
- ❖ Excel: Analyzing 1
 - Setting up and utilizing sorts, filters, and formulas
- ❖ Excel: Analyzing 2
 - More formulas and their uses
 - Subtotals
 - Data Validation
 - Formula Auditing
- ❖ Excel: Formatting I
 - Format parts of excel spreadsheet using toolbar buttons
- ❖ Excel: Formatting II
 - Format spreadsheets and graphs using menus
- ❖ Excel: Managing I
 - Put finishing touches on excel
 - Make ready for presentation
 - Printing
- ❖ Excel: Managing II
 - Page setup features
 - Saving methods

Word

- ❖ Word: Creating I
 - Learn parts and terms of Word document
 - Create a basic word document based on a theme
- ❖ Word: Creating II
 - Learn alternate methods of adding and editing text and pictures
 - Add charts, graphs, and tables.
- ❖ Word: Formatting I
 - Format parts of a word document using toolbar buttons
- ❖ Word Managing I
 - Prepare word document for print of submission
 - Page setup features

PowerPoint

- ❖ PowerPoint: Creating I
 - Learn parts and terms of PowerPoint slideshow
 - Create a basic slideshow based on a theme
- ❖ PowerPoint: Creating II
 - Add extras such as pictures, charts, and graphs
- ❖ PowerPoint: Formatting I
 - Format parts of a slideshow using menus and toolbar buttons
- ❖ PowerPoint Formatting II
 - Add animation to parts of a slideshow
 - Include slide transitions
- ❖ PowerPoint Presenting I
 - Practice rehearsal
 - Set up shows for delivery
 - Print options
- ❖ PowerPoint Presenting II
 - Prepare show for online presentation and remote delivery